

## GUIDELINES FOR VISITORS

**PLEASE BE AWARE THAT THERE IS A STUN FENCE IN OPERATION. DO NOT TOUCH!! CONTACT WITH THE FENCE MAY RESULT IN PHYSICAL INJURY AND PAIN.**

**VISITATION:** Each complex visits on separate days on a rotating basis excluding parole board days (please see schedule on the web page). Registration starts at 8 AM and ends at 1 PM. If you are not here by 1:00 p.m., you will be unable to visit. We try to accommodate two (2) hour visitation. There will be no more than three (3) persons per visit; excluding babies in arms (Once a child starts to walk they are counted as one of the three). Everyone including newborn babies must be on the approved visitation list.

**IDENTIFICATION REQUIRED:** Everyone sixteen (16) years or older must show a picture I.D. You must have a current (not expired) valid I.D. Acceptable I.D.'s are:

- 1.) Current valid U.S. state driver's license.
- 2.) Current valid U.S. state photo I.D. card.
- 3.) Current valid U.S. photo military I.D. card (active duty ONLY).
- 4.) Valid passport.
- 5.) Legal U.S. birth certificate for children 15 and under. If birth certificate is from another country, you must also include a copy of the passport.
- 6.) I.D. must have your correct legal name and current address on it.

Visitors under eighteen (18) must be accompanied by their parent or legal guardian at all times while on the institutional grounds. Another person may be designated to bring the child with the "Authorization for minor child form". Visitors shall wear clothing that reflects the acceptable standards of the Westville Correctional Facility that shall pose no threat to security, custody, or the maintenance of order at this institution. ALL visitors are subject to being searched. No items may be brought into the institution to the offenders or taken out of the institution for the offenders. Visitors will be provided a copy of statute IC 45-44-3-9, addressing trafficking with offenders and this statute will be posted in the visiting rooms. Embracing is allowed at the beginning and the end of the visit. Holding hands during the visit is permissible.

**Visitors enter the visiting areas at their own risk.** The superintendent of this institution or his designee reserves the right to refuse privileges to anyone he deems not eligible or those who have created a breach of the institutional policy, especially passing of any item between the offender and the visitor. Such items shall be considered contraband.

Registration on workdays is 8-9 AM and 10 AM – 1 PM. Registration on Weekends and State Holidays is 7:30 AM – 1:30 PM. *Your name must be on the approved visitation list. This includes children. **NO EXCEPTIONS!!***

You are allowed to bring up to \$20.00 in change per adult visitor for the vending machines.

Children less than 18 years of age must have their application completed by their parent/legal guardian. An adult visitor who has the notarized permission of the child's parent or legal guardian who has custody of the child (not the offender) may be allowed to bring the child to the facility for the visit; however, both the child and the adult visitor must have an

application on file to visit the offender. State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT, shall be used to allow an adult, other than the child's parent or legal guardian, to bring a child into the facility to visit an offender. The parental authorization form must be notarized by a Notary Public. When submitting State Form 48965, the parent/legal guardian must attach a copy of the child's birth certificate and this must be carried by the authorized person every time they bring the child to visit.

Offenders with a VMR restriction cannot visit anyone under the age of 18 unless they get an exemption from Central Office. Then the visits will be with immediate family ONLY and they will be No-Contact visitation ONLY.



Il visitors age sixteen (16) years and older shall be required to produce picture identification before entering the visiting area. All visitors must present valid identification each time they visit. The only forms of identification accepted by the Department are:

- A. A valid driver's license from the state of residence.
- B. A valid state photo identification card from the state of residence.
- C. A valid photo military identification card (active duty only).
- D. A valid passport.

Additionally, all minor visitors to VMR offenders will be required to provide a copy of a birth certificate no matter the age and additional identification may be required in other special circumstances as required by the Facility Head or designee.

Visitors under the age of eighteen (18) years shall be accompanied by a parent or legal guardian at all times while on facility grounds. This procedure does not apply to an offender's spouse who is under the age of eighteen (18) years. Based upon a request from the offender, the Facility Head may grant an exception to this requirement. In cases where a parent or guardian cannot accompany a minor child, the Facility Head may approve another responsible adult to accompany the child during a visit. In these cases, the accompanying adult must be on the offender's visitor list. The minor child's parent or legal guardian must sign and have notarized State Form 48965, AUTHORIZATION FOR MINOR CHILD TO VISIT, prior to the minor child being authorized to visit. Children under the age of 16 years of age shall be assigned a computer generated identification number in the OIS/JDS computer system. All visitors over the age of 13 years shall be logged into the OIS/JDS computer system.

## **DRESS GUIDELINES FOR VISITORS**

### **FEMALE VISITORS:**

1. Under garments must be worn. This includes a slip if you wear a skirt or dress.
  2. Shoes must be worn, with the exception of infants in arms.
  3. Shorts, stretch pants\*, halter tops, Crop tops or short shirts and sheer clothing are not permitted. Clothing will have no holes in them.
- Clothing can be no shorter than two (2) inches above the knee. No camouflage clothing will be permitted.
4. All jewelry, except wedding bands and medical I.D.'s, must be removed.
  5. No headgear shall be worn while visiting except as part of a religious practice.
  6. No coats or heavy sweaters will be permitted to be worn inside the visiting room.
  7. FOR BABIES ONLY – one (1) bottle or pacifier and one diaper and wipe.

\*Anything with a stirrup on the leg or spandex pants is classified as "stretch pants".

### **MALE VISITORS:**

1. Shoes, shirts, and undergarments must be worn.

2. Shorts, Muscle shirts and camouflage clothing are not permitted to be worn while visiting. **Clothing with holes are not allowed.**

3. No head attire shall be worn during visiting except as part of a religious practice

4. All jewelry, except wedding bands and medical I.D.'s, must be removed.

5. No coats or heavy sweaters will be permitted to be worn inside the visiting room.

**SPECIAL VISITS:** An offender is allowed 1 (one) special visit every 6 (six) months. A special visit allows the visitor 4 hours of visitation on the day of the visit. This must be requested by the offender at least 2 weeks in advance. The visitor must be travelling at least 200 miles one way to qualify. If the visitor is travelling over 500 miles one way, the offender may request a 2 day special visit. **This** **The first day of the visit can** be used only on the days that the offender's complex is scheduled for visitation. **The second day can be used the next day if they would like.**

**NO-CONTACT VISITS:** If the offender is on **Segregation or** Protective Custody, he will automatically be on No-Contact visitation status. If the offender is involved in certain types of misconduct (See Policy 02-01-102), he may be placed on No-Contact visiting status. If he is put on No-Contact visits, he is allowed 1 visit per month, one hour in duration with a maximum of 2 persons. **These visits must be requested by the offender and not his visitors,** at least 2 weeks in advance. He must submit a request to the **Classification Dept.** **GSC Secretaries office** including the following information, the visitor's name(s), the date and time of the visit. Available times are 9:00 a.m., 10:00 a.m., 11:00 a.m., 12:00 p.m., 1:00 p.m. and 2:00 p.m. These are good only for the day and time approved, as we are very limited on space for these visits.